



Pilot Project Participation Terms

Project Commitment Letter

- ▶ Submit a letter of commitment to participate in the Telework Pilot Project that is signed by someone within your organization that has signature authority

Project Participants

- ▶ Identify 2 - 50 employees who live in Kitsap or Jefferson County to participate in the Telework Pilot Project during the following time period:
 - ▶ **October 15 – December 30, 2008:** Begin pilot as soon as your organization is ready
 - Telework and other policies to support your Telework Program are put into place
 - IT infrastructure to support your Telework Program are put into place
 - Agreement with Telework Participants about your Telework Program parameters
 - ▶ **April 15, 2009:** Telework Pilot Project ends

Project Contact

- ▶ Designate a Project Contact within your organization who has access to all staff and department heads (for example, HR and IT) who will be involved in the Telework Pilot Project.
 - ▶ Track progress and status of your pilot project
 - ▶ Participate in periodic phone and/or online interviews
 - ▶ Coordinate input from department heads

Project Tracking

- ▶ Participate in phone and/or online interviews and discussions.
 - ▶ Management
 - Baseline Interview
 - Periodic Project Status Reviews
 - End of Pilot Evaluation Interview
 - ▶ Teleworkers
 - Baseline Interview
 - Weekly Project Diary
 - End of Pilot Evaluation

Project Options

- ▶ Orientation Sessions are offered but are not required for project participation.
- ▶ Employees who live outside of Kitsap and Jefferson County *can* participate in the Telework Pilot. However, any information collected from their participation in online interviews will not be included in the final report.
 - ▶ We can provide aggregate data for your organization's participants for a small fee.